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UNITED STATES CIVIL SERVICE COMMISSION
BUREAU OF POLICIES AND STANDARDS
WASHINGTON, D.C. 20415

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Office of Personnel

IN REPLY PLEASE REFER TO

24 JUL 1974

JUL 18 1974

YOUR REFERENCE

Mr. F. W. M. Janney
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

*Helen C. is sending a
cc of this to David,
per my suggestion,
JF*

Dear Mr. Janney:

This letter is to bring to your attention the enclosed staff committee draft of proposed Uniform Guidelines on Employee Selection Procedures, which has been prepared for internal review and clearance among member agencies of the Equal Employment Opportunity Coordinating Council.

Work on the development of uniform selected guidelines has been under-way for an extended period. Last September an initial draft of uniform guidelines, dated August 23, 1973, was distributed at a regular meeting of the Interagency Advisory Group and an opportunity for comments by agencies was extended. The version enclosed represents the results of intensive work since that time, taking into account a high volume of comments from private employers, State and local governments, public interest groups and professional organizations, as well as those from a number of Federal employers.

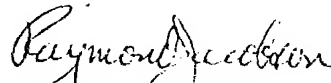
The draft guidelines will be formally distributed for comment by interested parties once they are released for that purpose by the Coordinating Council. In view, however, of the potential impact of the guidelines on filling positions in the excepted service, we believe it is advisable to bring the staff committee draft to the attention of excepted service agencies while it is being reviewed internally in the Civil Service Commission. If adopted by the Civil Service Commission for application to the Federal service under its responsibilities pursuant to Section 717 of the Equal Employment Opportunity Act of 1972, the guidelines would be applicable to selection procedures in all agencies, both competitive and excepted, subject to the provisions of that Section.

The Equal Employment Opportunity Coordinating Council is scheduled to meet in mid-August to determine the action to be taken on the staff committee draft of proposed guidelines. If you have comments on the draft you would like the Civil Service Commission to consider at this time as part of its internal review, we would be glad to have them. To assure adequate time for consideration, it would help (and we apologize for the short deadline) if comments could reach us by August 9, 1974.

Also, if there is sufficient interest by excepted service agencies in a briefing/discussion session on the draft uniform guidelines, we would be glad to schedule such a session. Because of the tight time framework, our tentative thinking is that such a meeting, if held, should be scheduled for next week, possibly the afternoon of July 25 or 26. If you are interested in attending a briefing/discussion meeting on the guidelines, please telephone John Murtha at 632-6077, and we will proceed as the degree of interest indicates.

A further opportunity for review and comment will, of course, be provided later, but we will consider also any input you care to provide at this stage in the development of proposed uniform guidelines.

Sincerely,


Raymond Jacobson
Director

Enclosure

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments missing